FY 2004 Beta Test Report Guidance[1]
Date Prepared

Submitted by: _____<signature[2]

Name and Title	Organization and Position	Commercial Phone Number	E-mail Address

Date(s) of Test(s):
Project Number and Title:
Software Name(s):

Principal Investigator:

Other Beta Test Participants and Users:[3]

Name and Title	Organization and Position	Commercial Phone Number and E-mail Address

Beta Test Plan Version Used:

Software Test Environment:[4]

System	Processors Used for Computation	Location	Comment
SGI Origin 2000[5]	64	ARL, Aberdeen	No difficulties.

[1] **This is the formal report prepared by each Beta tester.**

[2] Sign a hard copy of this report and mail it to the SAS PM. The address is in the Beta Test Guidance.

[3] List any primary users of the software who participated in the test event(s) or provided feedback concerning the software's suitability in meeting their requirements. If this list is extensive, include it as an attachment to the report.

[4] List the systems used in the test event as shown in the example. Provide a comment for any difficulties that may have arisen in using each system in accordance with the test plan. If none, so state.

[5] This is a sample line.

Technical Metrics Test Summary:[6]

CTP Title	Parameters		Worst Case Tested Value and Outcome
	Optimum Objectives	Minimum Threshold	
			Tested Value: **Outcome:** ___ **Fails** to meet **minimum** threshold ___ **Meets minimum** threshold ___ **Meets optimum** objective
	Discussion:		
			Tested Value: **Outcome:** ___ **Fails** to meet **minimum** threshold ___ **Meets minimum** threshold ___ **Meets optimum** objective
	Discussion:		

[6] The **Technical Metrics Test Summary** table contains two rows for CTPs; **replicate the rows to accommodate the Beta-level CTPs for the project**.
Insert the *CTP Title* and *Parameters* from the project's approved Beta test plan. Insert the actual *Tested Value* for the platform on which the software performed the **worst**. Check the appropriate line under *Outcome* and provide any clarifying information pertinent to the CTP Parameters or Tested Value you think is cogent to the project in the **Discussion** cell. If a CTP was not tested on **all** platforms **required** to meet **minimum threshold** in accordance with the approved test plan, the *Outcome* for the code's performance would be "Fails to meet minimum threshold."

Results Workbook File Name:[7]

Project Management Indicators (PMIs):[8]

PMI Description	Project Principal Investigator	Beta Tester Comments
2-1 Requirements, input, review, approval/rejection and feedback process developed and known by team and user community - Project should make multiple media options available for input of requirements and feedback (Web, e-mail, fax, phone, etc). *It is important for CTA/Portfolio Leaders and PIs to identify the full user community and to solicit and use feedback from as wide a user community as possible.*	- Identifies the full federal prospective user community. - Solicits (user) requirements and input as appropriate. - Provides timely feedback.	

[7] All of the **test data and ensuing results** must be documented for each platform used in the test event. The **data** must be provided electronically in a format compatible with **MS Windows**. The **results** must be tabulated and provided to the SAS PM along with the test report in an **MS Excel workbook**. Column headings shall include the type of platform (e.g., Origin 2000, IBM-SP, Cray T3E, etc.). A prototypical workbook is linked at part 5 of the Beta Test Guidance document.

[8] These Project Management Indicators are observable at this development stage by the Beta tester. Look at the descriptions and Project Leader tasks associated with each PMI and provide any pertinent comments concerning your observations before and during the test event. Under *Beta Tester Comments*, relate the results of your examination of the PMIs and any strengths or deficiencies noted.

PMI Description	Project Principal Investigator	Beta Tester Comments
2-2 Multi-level software testing, error fixes, lessons learned and validation/ verification methods, schedules and results documented and made available to user community, CTA/Portfolio Leader and SAS PM - Projects should make multiple media options available for error reporting and release notification during beta development and after fielding.	- Manages error identification, fix and testing procedures and oversees compliance. - Establishes systematic procedures to keep the team and users aware of same. - Maintains good software development practices after initial development. - Promulgates fixes as appropriate.	

PMI Description	Project Principal Investigator	Beta Tester Comments
3-1 Comprehensive technical reference/ users' manuals and lessons learned repository developed and maintained current - Manuals and lessons learned repositories have been a weak point for CHSSI projects. Projects are selected based upon user requirements and DOD impact; therefore, we cannot allow the code developed to be exclusively for the PI and his/her research, development, test and evaluation (RDT&E) team. Nor should users have to consult the development team or its remnants for routine questions and procedures. Software documentation should show clear modular design using standard languages, tools, interfaces, commercial off-the-shelf (COTS), etc., for maximum interoperability, reusability, ease of use and maintainability.	- Prepares, refines, and updates manuals. - Develops, publishes, and keeps current a lessons learned repository. - Solicits and incorporates recommended changes and improvements. - Provides authorized users with necessary documentation and scripts as well as appropriate portions of the lessons learned repository.	
3-2 User assistance provided as required and available and training program developed and maintained current - Provides sufficient training materials for the user community. Feedback from user community obtained on quality and ease of manuals, lessons learned repository and training.	- Prepares, refines, updates, and promulgates user information and training materials. - Obtains feedback from the user community concerning the assistance/ information provided.	

PMI Description	Project Principal Investigator	Beta Tester Comments
3-3 User access and responsibilities, project sensitivities and security policies, procedures, and requirements documented, maintained and advertised to hosting shared resource centers and the user community and made available to CTA/Portfolio Leader and SAS PM - SAS PM provides basic OSD guidance concerning distribution statements and export control determinations. The Service, Agency or organization determines and implements local policies and physical and system security requirements for the code and associated data.	- Works with supervisor, local security personnel, and the CTA/Portfolio Leader to determine and enforce export control and security restrictions early development process and validates such restrictions as the software capability develops and export control and security guidance changes. - Ensures hosting shared resource center systems administration staff are aware of restrictions to the code and affiliated data.	

Test Summary Comments:[9]

[9] **State whether you think the code passed or failed Beta testing.** Then provide a succinct summary about the software's performance at the test event and comments and recommendations you have concerning the utility of the code and how it performs in relation to earlier versions. Summarize feedback you received from the user community concerning the code, manuals, web page, etc., and provide recommendations that you think would make the software more usable.

Other Comments:[10]

- Is there enough documentation (theory implementation?
- Is there sufficient documentation to run the software (script files, compiling, etc.)?
- Does it show promise for solving DoD problems?
- Do you recommend any others to use this software?
- Do you want to use this software for your organization/group?
- What do you think is missing?
- What are your future requirements or how would you need to have the software enhanced?

[10] Answer the questions listed below. Please do not simply answer "yes" or "no", rather, amplify your answer. We value your thoughts concerning the software so please provide other comments you think should be considered by the SAS PM.

Attachments:[11]

Documents and Files Attached	Medium (Hardcopy or Electronic)	File Name (if electronic)
Test performance data matrix (MS Excel workbook)[12]	Electronic	
Test results (MS Excel, RTF or PDF)	Electronic	
User comments and critiques		
Presentation materials (MS PowerPoint)[13]	Electronic	

[11] These attachments are mandatory. Please ensure that they are submitted with the test report.

[12] Test performance data, test results, and presentation materials must be provided in Microsoft Office compatible formats. Please note that we have provided a prototypical MS Excel workbook linked to the Beta Guidance document for your consideration in developing the test performance data matrix.

[13] See the Beta test guidance and Beta review guidance for additional information concerning the presentation. Presentation materials are viewgraphs of:

- any deviations from the test plan
- test results for all targeted platforms, each CTP and relevant PMIs,
- the MS Excel matrix of test results, and
- any pertinent test issues.